

SNE Workshop Travel FAQs

July 13 - July 15, 2022 • ELA SNE Workshop • Portland, OR

July 18 - July 20, 2022 • Math SNE Workshop and K-12 Pilot • Portland, OR

[UCSC Travel Guide](#) for reference

Is there a maximum rate for airfare to/from the SNE Workshops? Flight itineraries should not exceed \$600.00 for the round trip. Budgetary exceptions will be made on a case by case basis if it is deemed that there are no flights available to the desired destination under \$600.00.

Are there restrictions on the flight class I can book with my ticket? All flights should be booked as Economy Class. Upgrades will not be paid for or reimbursed. If you require business or first-class travel to reasonably accommodate a disability or medical need, you must provide documentation of such circumstances to receive reimbursement for the premium seating. If you would like to upgrade the class on your ticket, please contact the airline directly to arrange those accommodations.

How will reimbursements work? All flights will be booked using the TravelPerk platform so the traveler does not have to use their credit card for air travel arrangements. Smarter Balanced will also be managing your hotel accommodations so you will not need to pay for your hotel stay or submit for reimbursement during that time. Please see below for hotel accommodations options beyond the standard meeting dates.

Please maintain a record of receipts for ground transportation to and from the airport, any baggage fees, as well as food and beverage expenses made on your travel days for your expense report. Expenses should not exceed \$240.00 for all travel days.

How do I get from the airport to the event hotel?

Upon arrival at PDX, call 503-460-3000 and press “1” to connect to the airport shuttle. The shuttle service will arrive and take you to the hotel.

How do I get from the event hotel to downtown Portland?

The Embassy Suites Portland Airport has public transit options to Downtown Portland. The hotel is a 10-minute walk from the Cascades station on the MAX Red line.

How do I submit my reimbursement after the event? Please complete the [SNE Workshop reimbursement form](#) and scan or take photos of all receipts for expenses you note on the reimbursement form. Once the form is completed, you may email the form with the attached receipts to stevens@collaborativecommunications.com for processing. We ask that all reimbursements are submitted within 2 weeks of the workshop end date.

Can I stay for additional nights at the event hotel? Will those additional nights be paid for by Smarter Balanced? You are welcome to arrive early or extend your stay at the Embassy Suites by Hilton Portland Airport hotel. Please notify the event planning team of your extended stay and we will secure your accommodations at our group event rate (\$199.00). If you require an extended stay for medical accommodations, or due to unreasonable flight times on the day of departure, Smarter Balanced will cover the cost of your additional night(s). These requests will be approved on a case-by-case basis. If you do not have a reason for medical or travel accommodations, you will be charged at check out for your extended stay.

Is there a maximum daily rate for meal reimbursements during my travel to the SNE Workshops? Up to \$62/day for Meals & Incidental Expenses will be reimbursed during your travel in the Continental United States. Alcoholic beverages will not be included in your reimbursement payout. If you purchase a meal with other Workshop attendees please pay separately and have each attendee submit their receipt for reimbursement.

If I live locally, can I still reimburse my meals while traveling to and from the workshops? If a workshop attendee lives within a 40-mile radius of the event and returns home each evening after the event, the individual would not be eligible for any meal reimbursements under the UC Travel Policy. However, if meal costs are incurred at a meeting, the expense would be considered entertainment related and therefore reimbursable.

For example, if I leave home and stop by Starbucks for a morning coffee and croissant, leave the meeting venue and grab a sandwich at lunch and then participate in a dinner with other meeting colleagues, I would only be reimbursed for the evening entertainment meal because it is directly related to the event.

Note: Breakfast, light snacks, and lunch will be provided at the workshops and will not be reimbursable for event days.

Will I be reimbursed for Taxi/Uber/Car sharing during the SNE Workshops? The use of a Taxi/Uber would be reimbursable. If there are several travelers sharing a ride, that should be noted in the expense claim form and only the individual that paid the expense directly to the vendor would be reimbursed.

Are there any other expenses that have maximum reimbursement rates that I should be aware of? Other expense maximums included in the UCSC travel policies pertain to lodging expenses during your travel. Up to \$275/night before taxes is reimbursable for lodging in the Continental United States. Your lodging accommodations for your stay in Portland during the SNE Workshops have already been arranged and will not require a process for reimbursement.

If I decide to drive to the SNE Workshops instead of fly, what are the mileage reimbursement rates & maximums? \$0.585/mile is the reimbursement rate for driving to and

from the SNE Workshops. However, the maximum reimbursable amount for driving is dependent on comparable airfare rates and still caps at \$600.

When a personal vehicle is used in lieu of air travel to Portland, the lesser of the following costs would be reimbursed:

- Cost of airfare plus transportation costs to and from airport, or
- Automobile mileage cost plus the cost of meals, parking, and lodging while in transit The employee must provide this comparison of travel costs.

Below is an example of a comparison of reimbursable travel costs for an employee that travels approximately 700 miles from Santa Cruz, CA to Portland:

- \$250 for Economy Airfare, \$50 in mileage to/from airport, \$50 parking fee that would be incurred for parking during the UC business trip = \$300.
- Mileage for 700 miles = \$410.

If the above traveler decided to drive to Portland, \$300 of the \$410 mileage rate would be reimbursed.

If I decide to drive, can I be reimbursed for renting a car or do I have to use a personal vehicle? The same cost comparison as noted above would be necessary when choosing to rent a vehicle vs. drive a personal vehicle. The amount of the lesser cost would be reimbursable.